



Los Angeles County
Board of Supervisors

Hilda L. Solis
First District

Mark Ridley-Thomas
Second District

Sheila Kuehl
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

Committee Members

Rachelle Anema
LA County
Department of Auditor-Controller

Christina Ghaly, M.D.
LA County
Department of Health Services

Jon O' Brien
LA County Fire Department

Erick H. Cheung, M.D.
LA County EMS Commission

Jaime Garcia
Hospital Association of California

Marcia Santini
California Nurses Association

Lydia Lam
Southern California Chapter of the
American College of Surgeons

Stella Fogleman
Department of Public Health

Co-Chairs

Mason Matthews
CEO - Health and Mental Health Services

Cathy Chidester
DHS/ LA County EMS Agency

COUNTY OF LOS ANGELES
Measure B Advisory Board

10100 Pioneer Boulevard, Suite 200, Santa Fe Springs, CA 90670
(562) 347-1604 FAX (562) 941-5835
<http://ems.dhs.lacounty.gov/>

DATE: April 10, 2018
TIME: 2:00 – 4:00 PM
LOCATION: Los Angeles County EMS Agency
10100 Pioneer Blvd., EMSC Hearing Room – 1st Floor
Santa Fe Springs, CA 90670

The Measure B Advisory Board meetings are open to the public. You may address the Board on any agenda item before or during consideration of that item, and on other items of interest which are not on the agenda, but which are within the subject matter jurisdiction of the Board. Public comment is limited to three (3) minutes and may be extended by the Chair as time permits.

NOTE: Please SIGN IN if you would like to address the Board.

AGENDA

CALL TO ORDER – Cathy Chidester, Co-Chair

INTRODUCTIONS/ANNOUNCEMENTS

1. MINUTES

- January 10, 2018

2. BUSINESS (old)

- 2.1 Bylaws
- 2.2 Measure B Funding Proposal Form
- 2.3 Communications/Web Access

3. BUSINESS (new)

- 3.1 2018 Financial Forecast
- 3.2 Educating Constituent Groups on Approval Process

4. ADJOURNMENT

(To the meeting of July 2018)



COUNTY OF LOS ANGELES
Measure B Advisory Board Meeting Minutes
 January 10, 2018

10100 Pioneer Boulevard, Suite 200, Santa Fe Springs, CA 90670
 (562) 347-1604 FAX (562) 941-5835
<http://ems.dhs.lacounty.gov/>

**Los Angeles County
Board of Supervisors**

- Hilda L. Solis**
First District
- Mark Ridley-Thomas**
Second District
- Sheila Kuehl**
Third District
- Janice Hahn**
Fourth District
- Kathryn Barger**
Fifth District

Committee Members

Rachelle Anema
LA County
Department of Auditor-Controller

Christina Ghaly, M.D.
LA County
Department of Health Services

Jon O' Brien
LA County Fire Department

Erick H. Cheung, M.D.
LA County EMS Commission

Jaime Garcia
Hospital Association of Southern California

Marcia Santini
California Nurses Association

Lydia Lam, M.D.
Southern California Chapter of the
American College of Surgeons

Stella Fogleman
LA County Department of Public Health

Co-Chairs

Mason Matthews
CEO - Health and Mental Health Services

Cathy Chidester
DHS/ LA County EMS Agency

COMMITTEE	ORGANIZATION
<input checked="" type="checkbox"/> Rachelle Anema	L.A. County Department of Auditor-Controller
<input checked="" type="checkbox"/> Erick H. Cheung, M.D.	L.A. County EMS Commission
<input checked="" type="checkbox"/> Cathy Chidester	L.A. County EMS Agency
<input checked="" type="checkbox"/> Stella Fogleman	Department of Public Health
<input checked="" type="checkbox"/> Jaime Garcia	Hospital Association of Southern California
<input checked="" type="checkbox"/> Christina Ghaly, M.D.	L.A. County Department of Health Services
<input checked="" type="checkbox"/> Lydia Lam, M.D.	Southern California Chapter of the American College of Surgeons
<input checked="" type="checkbox"/> Mason Matthews	Health and Mental Health Services
<input checked="" type="checkbox"/> Jon O' Brien	L.A. County Fire Department
<input checked="" type="checkbox"/> Marcia Santini	California Nurses Association
GUEST	ORGANIZATION
Richard Cook	21 st Senate District- Senator Scott Wilk
Manal Dudar	DHS-Finance
Adrian Romero	Emergency Medical Services Agency
Clayton Kazan	Los Angeles County Fire Department
Elizabeth Benjamin	Southern California Chapter American College of Surgeons

CALL TO ORDER: The meeting was called to order at 2:21pm by Kay Fruhwirth.

APPROVAL OF MINUTES: Not applicable

INTRODUCTIONS/ANNOUNCEMENTS: Self Introductions were made by all members and guests. Dr. Elizabeth Benjamin is sitting in for Dr. Lydia Lam. Kay Fruhwirth is sitting in for Cathy Chidester.

HISTORY OF MEASURE B:

2.1 Original Measure B resolution – Kay Fruhwirth provided an overview of the original resolution that was approved by the Board in 2002. Measure B was added to the ballot for citizens of LA County to vote for or against this additional property tax assessment. Funding will be used to support three purposes to support countywide system of trauma centers, supporting emergency medical services bioterrorism response. Measure B was passed November 2002. Funding is collected by the treasurer tax collector through property tax bills and managed by Department of Health Services.

In the last couple of years there has been an increase in revenue due to people building and improving homes. Over several years we have had a balance of unallocated funding due to collecting more than we budgeted out. In 2016/2017, Public Health, the EMS Agency, and Health Services were asking to request if we could use this money. In order to collect the money we needed a measured approach on how to allocate funding. Supervisors Hahn and Barger made a motion for this funding. Jaime Garcia mentioned that the Board did have a desire to make sure consideration of unallocated funds went hand in hand with funds that have already been allocated to enhance a service that has already been approved.

2.2 – Annual Measure B Report (Fiscal Year 2016/2017) – Kay Fruhwirth presented the Annual Measure B report. Part of the original Measure B resolution included that there will be an annual report that goes to Board of Supervisor's that provides them detail how funding was used. Report was filed December 20, 2017 with the Board, and it provides high level budget on what the funding was used for and additional detail on where the funding sources are. It provides, by fiscal year, money that has been received by Measure B and who received how much. Available fund balance on June 30, 2017 was \$19,906,752. This is not the true amount available. There is a footnote on that balance, some of that money has already been allocated with request that were received in FY16-17 and some of those expenses won't occur until this year from the FY 17-18. In FY16/17 Pomona Hospital opened a brand new trauma center and a bulk of the funds was to pay for their services.

2.3 - Measure B Distribution of Funds (Fiscal Year 16-17) – Unallocated funds is around \$2.8 million. Fees have not been increased since 2010. Resolution allows for the County to increase the funds, but that requires a Board action. Unallocated funds growth depends on the revenue and expenses.

MEASURE B ADVISORY BOARD:

3.1 Board Motion – Initial motion was for DHS to develop a strategy and a board memo suggested a committee. On July 11, 2017 the advisory committee was approved by the Board.

3.2 Brown Act Committee

BUSINESS:

4.1 By-laws (Draft) – The EMS Agency developed a draft of the by-laws for the committee. The template was created off of the EMS Commissions by-laws. This lets us know what our mission is and how we operate. We will review the Brown Act rules to decide if alternates are allowed for future meetings. Meetings will be on a quarterly basis. Meeting agendas will be posted 72 hours in advance and we will need to have a quorum to take any action.

Motion by Jon O' Brien and Jaime Garcia to approve by-laws with the addition of adding alternates. Motion carried unanimously.

4.2 Mechanism to Assess System and Take Requests/Input – Kay Fruhwirth presented the Measure B funding proposal. Since this is a public committee and there could be requests for funding, a standardized form was created so that all requests can be consistent and easy to review. Suggested ideas on how to improve the form and how to handle incoming requests included:

- Create a general criteria and principles on what the goal of Measure B is so all proposals are within the intended goals
- Determine how requests will be approved and include it in the By-Laws
- Work out how requests will be prioritized and if they align with the purpose of the measure
- Include a budget proposal with a timeframe on the implementation of the project

4.3 Communications/Web Access – MBAB tab will added to the EMS website. This will include meeting minutes, agenda, and other items regarding the committee. We will also include the link from the Auditor-Controller website.

4.4 Future Meeting Schedule and Agendas – Meetings will be held quarterly. A doodle poll will be sent out for the next meeting availability. Try and establish what day would be best in order to schedule upcoming meetings.

ADJOURNEMENT: Meeting adjourned at 3:28pm

**BYLAWS OF
COUNTY OF LOS ANGELES · Measure B Advisory Board**

ARTICLE I – NAME OF ORGANIZATION

The name of this organization shall be the *Los Angeles (LA) County Measure B Advisory Board (MBAB)*.

ARTICLE II – PURPOSE AND FUNCTION

Section 1: As directed by the July 11, 2017 Board of Supervisor's (Board) Motion, the MBAB will provide advice to the Board on options and/or recommendation for spending future unallocated funds generated from the special tax on the structural improvements located within the County, known as Measure B, passed by the voters in November 2002.

Section 2: The MBAB will annually draft a report to the Board with a list of optional projects that are prioritized in rank order to be shared publicly at least two weeks prior to a final document being sent to the Board. The actual allocation of unallocated Measure B funding will be at the sole discretion of the Board and contingent upon Board approval.

ARTICLE III - REPRESENTATION AND MEMBERSHIP

Section 1: As defined in the July 3, 2017 report back to the Board from the Chief Executive Office and approved by the Board on July 11, 2017.

- Co-chair: Chief Executive Office, Health and Mental Health Services
- Co-chair: LA County Emergency Medical Services Agency
- Member: LA County Auditor-Controller
- Member: LA County Department of Health Services
- Member: LA County Department of Public Health

- Member: LA County Fire Department
- Member: Representative of the non-county designated trauma hospitals, as appointed by the Hospital Association of Southern California
- Member: Chair (or designee) of the LA County Emergency Medical Services Commission
- Member: Surgeon practicing at a designated trauma hospital in the County as appointed by the Southern California Chapter of the American College of Surgeons
- Member: Registered Nurse practicing in an emergency department of a designated trauma hospital in the County appointed by the California Nurses Association

The co-chairs and each member may assign an alternate to attend a scheduled meeting as their representative in their absence to ensure a quorum is achieved. The alternate representative must represent the entity as described above.

Section 3: Staffing - The Co-chairs shall appoint staff to serve as the administrative assistant to the committee.

Section 4: Member Attendance and Termination - Committee members with two (2) unexcused absences, in any fiscal year, shall be sent a letter of inquiry of their interest in continued committee participation, with a copy sent to their designating entity.

- Any member who does not reply to the letter of inquiry, within 30 days, will be considered no longer interested in participating on the MBAB and will be removed from the committee.
- A written request for member replacement will be sent to the designating entity

Section 5: Member Resignation - Resignations must be submitted in writing to the committee chair and copied to the designating entity at least 30 days prior to the resignation effective date.

Section 6: Member Vacancies - Vacancies shall be filled, as soon as possible, by the co-chairs submitting a written request for designation of a representative to the appropriate entity.

ARTICLE IV - MEETINGS OF MEMBERS

Section 1: Regular meetings: Regular meetings of the members shall be scheduled on a quarterly basis, or more frequently, as the need arises, at a time and place designated by the co-chairs. MBAB meetings are conducted in compliance with the Brown Act and according to Robert's Rules of Order.

Section 2: Notice of Meetings: Meeting Agenda's must be posted 72 hours in advance of the meeting in compliance with the Brown Act.

Section 3: Quorum: A quorum of the committee is met when a majority of the appointed members, excluding the chairs, are present. For the MBAB a quorum is met when five (5) or more members are present.

ARTICLE V - TENURE

Section 1: Members shall serve at the will of the designating entity.

ARTICLE VI – DUTIES

Section 1: The MBAB shall be staffed by two (2) co-chairs and one (1) administrative assistant. Only one (1) of the co-chairs needs to be present to hold a meeting.

Chairperson's Duties:

- Preside over all meetings by:
 - Calling the meeting to order at the scheduled time.

- Verifying the presence of a quorum.
 - “Processing” all motions including (stating the motion prior to discussion, restating the motion just prior to the vote, and announcing the result of the vote, specifying who voted in favor, who voted against, and any abstentions and recusals).
 - Facilitating meetings by staying on track and adhering to time constraints.
 - Conducting the meeting in a fair and equitable manner.
 - Restraining the members when engaged in debate, within the rules of order to enforce the observance of order and decorum among the members.
 - Maintaining neutrality to facilitate debate.
 - Ensuring the work of the MBAB is consistent with its intended purpose and mission.
- Be familiar with and conduct the meetings according to Robert’s Rules of Order and in Compliance with the Brown Act.
 - Provide information on the amount of unallocated Measure B funds available to be considered by the MBAB.
 - Provide information on the state of emergency medical services, trauma services, and bioterrorism preparedness in the County.

Administrative Assistant Duties:

- Prepare and post meeting agenda.
- Document meeting attendance of the Committee.
- Document meeting activities, decisions, coordinate public comment and presentations.
- Record minutes of the meetings.
- Draft other correspondence as delegated by the chairpersons.
- Draft the annual report, which contains the MBAB recommendations and final options for use of the unallocated Measure B funds, for submission to the Board.

Section 2: The duties of the MBAB members are to act in an advisory capacity to the Board regarding the use of unallocated Measure B funds.

Members Duties:

- Review documents and data and receive presentations related to the use of Measure B funds and the state of emergency medical services, trauma services, and bioterrorism preparedness in the County.
- Address issues and evaluate trends and data on important indicators of the health of the system, determine unmet needs within the County's system of care.
- Utilize information from the meetings to participate in the preparation a report for the Board which provides recommendations and options for the use of the unallocated Measure B funds.

CERTIFICATION

These bylaws were approved at a meeting of the MBAB members on xx-xx-
~~2017~~2018:

Chairperson

Date

Chairperson

Date

**MEASURE B ADVISORY BOARD
10100 Pioneer Boulevard, Suite 200
Santa Fe Springs, CA 90670
Attention: Cathy Chidester**

**Measure B Funding
Process for Submitting Funding Proposal**

Background

Measure B is a special property assessment that was passed by the voters of Los Angeles on November 5, 2002. This assessment is imposed upon all improved parcels located in Los Angeles County and is added to Los Angeles County property taxes and generates revenue for use by the County as specified in the original resolution. The use of Measure B funds is restricted to four areas as follows:

1. Used in part to maintain all aspects of the Countywide System of Trauma Centers, to expand the system to cover all areas of the County, to provide financial incentives to keep existing Trauma Centers within the system, to pay for the costs of Trauma Centers, including physician and other personnel costs, to defray administrative expenses related to the foregoing, including payment of salaries and benefits of Department of Health Services (DHS) personnel and other incidental expenses.
2. Used in part to coordinate and maintain a countywide system of emergency medical services (EMS), to pay for the costs of EMS, including physician and other personnel costs; to defray administrative expenses related to the foregoing, including the payment of salaries and benefits of DHS personnel and incidental expenses.
3. Used in part to enable the stockpiling of safe and appropriate medicines to treat persons affected by a bioterrorist or chemical attack, to train healthcare workers and other emergency personnel in dealing with the medical needs of those exposed to a bioterrorist or chemical attack; to provide medical screenings and treatment for exposure to biological or chemical agents in the event of bioterrorist attacks, to ensure the availability of mental health services in the event of terrorist attacks, to defray administrative expenses related to the foregoing including the payment of salaries and benefits of DHS personnel and other incidental expenses.
4. Reasonable costs incurred by the County in spreading, billing and collecting the special tax.

Submitting a Proposal

The Measure B Advisory Board (MBAB) will review all submitted requests for Measure B funding at the October meeting of each year. If the request for use of the funding does not meet 1, 2 or 3 above the proposal will be rejected. Below are the steps for submitting a proposal:

1. Complete the attached Measure B Proposal and submit the EMS Agency between January 1 and August 30 of the year to allow adequate time for the proposals to be distributed and for the MBAB members to review the proposals prior to the October meeting.
2. Proposers should attend the October MBAB meeting to be available to answer any questions the members of the MBAB may have related to the proposal.
3. Following the October MBAB meeting, the proposer will be notified whether the proposal was determined to meet proposed usage of Measure B funds and if so the rank order their proposal was given.

Evaluating and Rank Ordering of the Proposals

Upon reviewing all proposals for a given year the MBAB will rank order the proposals. The rank ordering will be done by MBAB voting members and requires six of the eight members approving the rank order assigned to the proposal.

The committee may take into consideration the follow:

1. Consistency with the original intent of Measure B
2. Regional or system-wide application
3. Benefit an underserved area of the County
4. Improve overall services of trauma, EMS or bioterrorism
5. Address any major gap in the system

Committee Actions

The committee may:

1. Deny and return the proposal with rationale provided
2. Request clarification and/or changes
3. Accept the proposal

The accepted proposals may be ranked in order of priority. Following consensus of the ranking the recommendation will be written up and forwarded to the Board of Supervisors by December of each year.

Measure B Funding Proposal

Requesting Agency Name: _____

Point of Contact Name: _____

Point of Contact Phone: _____

Point of Contact email: _____

Brief Project Description:

Describe the gap in Emergency Medical Services, Trauma Services or Bioterrorism Preparedness that the requested funds address:

DRAFT

Is this request for one time or on-going funding?

One time funding On-going funding

Amount of Funding Requested: \$ _____

Is project scalable, if unable to fund entire cost?

Yes No

If scalable, what is the minimal amount of funding needed to support the project?

\$ _____

Provide as a separate attachment the following documents:

- Budget detail for the requested project identifying the following cost categories: Personnel, Employee Benefits, Supplies, Equipment (unit cost of \$5,000 or more) and/or Services.
- Project Timeline: include how soon project would begin once funded, for one-time funding indicate the total time needed to complete project and major milestones along the timeline.

Submit all documents no later than August 30 of the year to:

Los Angeles County
Emergency Medical Services Agency
Measure B Advisory Board
10100 Pioneer Boulevard, Suite 200
Santa Fe Springs, CA 90670

DRAFT